



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 NO. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 1710.2A
N92MP
20 FEB 2004

COMNAVREGSW INSTRUCTION 1710.2A

Subj: ORGANIZATION, OBJECTIVES AND RULES FOR ADMIRAL
BAKER, SEA 'N AIR AND NAVAL STATION GOLF COURSES

Ref: (a) BUPERSINST 1710.11C

Encl: (1) Admiral Baker/Sea 'N Air/Naval Station Golf Course
Tournament Fee Contract
(2) Admiral Baker/Sea 'N Air Golf Course Marshal's
Duties and Course Regulations

1. Purpose. To provide objectives and operating policy for
the Admiral Baker, Sea N' Air and Naval Station Golf Courses.

2. Cancellation. COMNAVREGSWINST 1710.2.

3. Facilities

a. The Admiral Baker Golf Course is located at the Admiral
Baker Navy Recreation Center, San Diego. The following
facilities/services are available:

- (1) Thirty-six holes of championship golf, North 18
(Par 72), and South 18 (Par 72).
- (2) Driving range.
- (3) Professional golf instruction.
- (4) Practice putting greens.
- (5) Golf Shop stocked with a variety of golf equipment.
- (6) Rental Equipment - golf carts, pull carts and golf
clubs.
- (7) Restaurant and cocktail lounge.
- (8) Locker rooms with showers.

b. The Sea 'N Air Golf Course is located at Naval Base
Coronado. The following facilities/services are available:

- (1) 18 holes of championship golf.
- (2) Lighted driving range.

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- (3) Professional golf instruction.
- (4) Practice putting greens.
- (5) Golf Shop stocked with a variety of golf equipment.
- (6) Rental Equipment - golf carts, pull carts and golf clubs.
- (7) Restaurant and cocktail lounge.
- (8) Locker rooms with showers.

c. The Naval Station Golf Course is located on 32nd Street. The following facilities/services are available:

- (1) Lighted nine holes (Par 27) golf course.
- (2) Lighted driving range.
- (3) Professional golf instruction.
- (4) Practice putting green and chipping green with sand trap.
- (5) Rental Equipment - pull carts and golf clubs.
- (6) Golf shop stocked with a variety of golf equipment and apparel.

4. Objectives. The following objectives will govern the operation of the Admiral Baker, Sea 'N Air and Naval Station Golf Courses:

- a. The courses are required to be self-supporting.
- b. The courses are Navy recreation facilities and will be operated to provide maximum benefit for the largest number of people, with every facet of the operation being gauged to balance the needs of all patrons, continued improvement of the physical plant and cost factors.
- c. The courses, adjoining land, and facilities will be well maintained and aesthetically appealing, within established budget limitations.

5. Organization. Commander, Navy Region Southwest (CNRSW) is responsible for the operation and maintenance of the courses. In view of the extensive use of the courses by persons eligible to use Navy recreation facilities, an Advisory Committee was established by reference (a) to consider suggestions and recommendations concerning the operation and improvement of

these facilities for consideration by the Regional Morale, Welfare and Recreation (MWR) Program Manager.

6. Eligibility

a. Unlimited Use. Patrons eligible for unlimited use of the Admiral Baker, Sea 'N Air and Naval Station Golf Courses are contained in reference (a).

b. Limited use at the discretion of Commanding Officers of Naval Base Coronado and Naval Base San Diego based on local demand and capacity.

(1) U.S. DoD APF and NAF civilians and retired DoD civilians.

(2) DoD contract personnel and technical representatives working full-time on the installation.

(3) Others associated with DoD such as Reserve Officers' Training Corps cadets when participating in field training or training cruises.

(4) Occasional **guests** may accompany personnel eligible to use the courses in the same group. At no time are guests to interfere with, or prohibit active duty personnel from using the golf courses. Tournaments held in compliance with enclosure (1) are the exception to the guest policy.

(5) Members of the public within the U.S. including leaders in the local community.

c. Honorary Membership. Honorary memberships have been issued on a permanent basis to those persons whose names appear on the Commemorative Plaque at each course.

d. Courtesy Memberships. The privilege of using the Admiral Baker, Naval Station or Sea 'N Air Golf Courses may be offered by the Commanding Officers of Naval Base San Diego and Naval Base Coronado, for their respective courses, to a few selected civilians. Approval authority may be delegated by the Commanding Officers to the MWR Site Managers at their respective bases. In this instance, the MWR Site Manager may not delegate approval authority below their level.

e. Minors (non-military)

(1) The privileges of the courses and driving ranges are extended to minors (any non-military person younger than 21 years of age) who are eligible as authorized dependents or as guests of eligible players, subject to the restrictions listed below.

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(2) Minors (ages eight under) are not permitted on Admiral Baker, Naval Station or Sea 'N Air Golf Courses, even when accompanied by an adult, except when possessing a Playing Card as discussed below. Minors (ages eight and under) may attend Sunday Junior Golf Clinics at the Naval Station Golf Course. By attending Junior Golf Clinics, minors (ages eight and under) may attain necessary knowledge to be issued a Playing Card by the Regional Golf Operations Manager. Once a minor has demonstrated knowledge of golf etiquette and the rules of golf, the Playing Card will allow the minor playing privileges on the Admiral Baker, Naval Station or Sea 'N Air Golf Courses while accompanied by an adult.

(3) Minors (ages eight through fifteen) not possessing a Playing Card as discussed below, are only permitted use of the courses when accompanied in the group by adult members, who will be responsible for their proper conduct. Special emphasis will be placed on ensuring non-interference with adult play on the courses. Any minor (age eight through fifteen), who has adequately demonstrated a thorough knowledge of golf etiquette and the Rules of Golf as defined by the United States Golf Association (USGA), will be issued a Playing Card signed by the Regional Golf Operations Manager. This Playing Card will grant full privileges for the Admiral Baker, Sea 'N Air and Naval Station Golf Courses, without the need for accompaniment by an adult. The Regional Golf Operations Manager may withdraw privileges and the Playing Card for violation of etiquette or USGA rules.

(4) Immediate family minors (sixteen years of age or older) are afforded the full privileges of the courses.

f. Precedence. Play on Admiral Baker and Sea 'N Air Golf Courses will be regulated on a reservation basis, and through the use of starter times (with priorities listed in paragraph 9). Players will register in the Golf Shop before commencing play. Players are required to hand the Starter their receipt prior to playing. Individuals who attempt to "tee off" without payment of green fees will lose playing privileges immediately and further disciplinary action may result. The Regional Golf Operations Manager and his/her staff have full authority to act as Starters as well as patrol the courses.

7. Hours of operation

a. The Admiral Baker and Sea 'N Air Golf Courses will normally be open for play seven days a week during the entire year. The courses and Golf Shops will be open from sunrise to sunset on weekdays, weekends and holidays. The driving ranges will open at sunrise and close at a time designated by the Regional MWR Program Manager.

b. The Naval Station Golf Course will normally be open for play seven days a week throughout the year during the hours of 0630-2200.

8. Reservations. Tee time procedures for the Admiral Baker and Sea 'N Air Golf Courses are as follows: (No tee times are necessary at this time at Naval Station Golf Course.)

a. Weekend Procedures

(1) Tee times will be reserved on a first-come, first-served basis. Active duty personnel may begin calling to obtain a tee time at 0600 on the preceding Tuesday. Retired personnel may obtain tee times beginning at 1000 on the preceding Tuesday.

(2) In order to give all authorized personnel an opportunity to obtain a desirable tee time, each weekend and holiday will have every fourth tee time held (not released) until 1000 the preceding Tuesday.

(3) Civilian DoD, retired DoD and MWR personnel are authorized to reserve tee times beginning on the preceding Thursday at 0600 for weekends and holidays.

b. Weekday Procedures. Weekday tee times can be made seven days in advance starting at 0600 for active duty and retired personnel. DoD personnel can call five days in advance for times.

c. Tee Time Policies

(1) A minimum of two patrons is required to reserve a tee time at Admiral Baker and Sea 'N Air Golf Courses. Patrons can reserve a maximum of two tee times within a one-hour time frame on the same day. If tee times are desired on different days, the patron must call back or go to the end of the line when reserving tee times in person. The Golf Shop staff will take reservations by alternating between callers and those in line. If there are no walk-in patrons in line to make tee times, the Golf shop staff will take reservations from callers in the order they are received. Callers or walk-in patrons making group reservations (three tee times or more) must contact the event coordinator at Admiral Baker or Sea 'N Air Golf Shops. Tournament booking procedures will apply for group events.

(2) Singles and groups without tee times will be placed on a standby list after arriving at the course and checking in with the starter.

(3) Tee times are set at seven-minute intervals.

(4) A starter time will be used every hour. These times will be kept open to make up time if running behind.

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(5) Fivesomes are authorized when pre-booked. On Friday, Saturday, Sunday and holidays, all golfers in the fivesome are required to take riding carts.

(6) Fleet times or starter times will be reserved for forces afloat who are unable to use established procedures because of underway schedules. Fleet starting times will be assigned on a first-come, first-served basis by contacting the Golf Shops prior to 1600, Friday, of the desired weekend or by submitting the request in the ship's Logistics Request (LOGREQ). These Fleet starting times are provided only for ships underway prior to, or during the normal reservation period. If requests for these times are not received prior to 1600 on Friday, the Starter will make them available for use by persons on the waiting list.

(7) To assure availability to Advisory Golf Committee members on the course to carry out their responsibilities, members may obtain starting time reservations for the following weekend by calling the golf shop beginning at 0900 on Monday. Board members failing to check in 20 minutes prior to their scheduled tee time will be moved to the waiting list and their scheduled tee time will be used for golfers on the standby sheet.

(8) Flag and General Officers on active duty within the San Diego area will be given preference when requesting starting times.

9. Tournaments

a. All requests for tournaments must be submitted to the Regional Golf Operations Manager, in writing, to secure an event date. As a general statement of policy, tournaments at the Admiral Baker and Sea 'N Air Golf Courses must be scheduled during slow times, normally after noon, during the week. Weekend tournaments other than the Men's Club Invitational, Men's Club Member Guest Tournaments, and the Men's Club Championships will be played on the South Course, see enclosure (1) for tournament fees and requirements.

b. Several Shotgun Tournaments will be allowed during the calendar year. These include:

Admiral Baker Golf Course

Men's Club Invitational
Men's Club Member Guest Tournament
Men's Club Championship
Men's Club Super Scramble
Ladies' Club Championship
Ladies' Membership Guest Tournament
Ladies' Club Christmas Tournament

Sea 'N Air Golf Course

Men's Club SNA Eclectic Tournament
Men's Club Member Guest Tournament
Men's Club Championship
Ladies' Club Monthly Shotgun
Ladies' Club Member Guest Tournament
Ladies' Club Championship

Other Shotgun tournaments will be allowed on a case-by-case basis, with the approval of golf course management. All players participating in shotgun tournaments at Admiral Baker and Sea 'N Air Golf Courses are required to use riding carts. (No golf carts are available at Naval Station Golf Course.)

Note: Golf Shop staff has absolute control of starting times, especially concerning priorities for accommodating the waiting list (using priorities stated in paragraph 7g, above). Starter times will be used at all times, including tournaments (except active duty and Shotgun Tournaments), for active duty personnel. If more than one group requests the same time and date for a tournament, the active duty group will have priority.

c. Policies and Procedures Governing Shotgun Tournaments

(1) Shotgun Tournaments held at the 18-hole Admiral Baker and Sea 'N Air Golf Courses will start no later than 0800 or no earlier than 1200 to allow the course to be open for regular play before or after a Shotgun Tournament. The Regional Golf Operations Manager may make exceptions to this rule.

(2) A Shotgun Tournament is comprised of not less than 144 players and the golf course will be reserved for those players participating in the tournament. Full tournament green fees will be charged for each player (punch cards will not be honored). In the event less than 144 players participate in the tournament, full green fees for 144 players will still be required. If more than 144 players participate, fees will be based on the actual number of players. The total payment will be made to the Golf Shop 10 days prior to commencement of play. A list of names of players and their status, military or guest, will be furnished no later than two days prior to the day of play. If it is determined in advance that less than 144 players will participate in the tournament and the golf course is notified ten days prior to scheduled date, the tournament may be changed to a "modified" Shotgun Tournament.

(3) A "Modified" Shotgun Tournament is comprised of not less than 72 players and the golf course will be reserved for those players participating in the tournament. Full tournament green fees will be charged for each player (punch cards will not be honored). In the event less than 72 players participate in the tournament, full green fees for 72 players will still be required. If more than 72 players participate, fees will be based on the actual number of players. The total payment will

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be made to the Golf Shop 10 days prior to commencement of play. A list of names of players and their status, military or guest, will be furnished no later than two days prior to the day of play.

(4) In an effort to speed up play, golf carts are required for all tournaments at Admiral Baker and Sea 'N Air Golf Courses.

(5) A Shotgun Tournament at the nine-hole Naval Station Golf Course is comprised of not less than 36 players and the golf course will be reserved for those players participating in the tournament. Full tournament green fees will be charged for each player (punch cards will not be honored). In the event of less than 36 players participating in the tournament, full green fees for 36 players will still be required. If more than 36 players participate, fees will be based on actual numbers. The total payment with a list of names of players and their status, military or guest will be furnished to the Golf Shop prior to commencement of play. The course manager will determine tournament starting times.

d. The minimum requirement for tournaments may be waived by the Regional Golf Operations Manager on a case-by-case basis for active duty commands.

e. Enclosure (1), Tournament Fee Agreement, contains additional tournament requirements.

10. Fees. Green fees, rental fees, and other such charges will be established to ensure that the courses operate without a deficit.

11. Clothing. Clothing worn on the courses will be in good taste. Men will be in appropriate apparel, which includes shirts and trousers or shorts. Swimming attire will not be permitted on the courses, driving ranges or in clubhouse areas. High-heeled shoes, baseball shoes, or football shoes are not permitted on the courses. Golf shoes, flat-heeled shoes or rubber-soled shoes are acceptable. The following dress is prohibited:

- a. Bare feet.
- b. Tank tops or cut off half-shirts.
- c. White undershirts (T-shirts with pocket(s) are acceptable at the nine-hole Naval Station Golf Course only).
- d. Cut-offs (trousers or shorts).
- e. Shower sandals (unless medically necessary).

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- f. Excessively bare midriffs.
- g. Loose-fitting or mini halter tops which reveal the mid-drift.
- h. Hair curlers (covered or not).
- i. Excessively revealing short pants.
- j. Clothing which is excessively worn, frayed, soiled or dirty.
- k. Items of clothing such as footwear, headwear, and accoutrements, which are sexually or racially provocative, vulgar, or defiling to the United States or any other country.
- l. No metal spikes. Golf courses are soft spike facilities.

12. Customs, Courtesies and Rules

a. Personnel using the courses are expected to observe rules, courtesies and established customs. Except as modified by local rules printed on the scorecards or posted in the Golf Shops, USGA rules will apply. Players can enjoy the courses to the greatest extent if each player will make it a point to smooth traps by raking, replace divots and repair ball marks that are found on the greens. Two golfers may not share one set of clubs. Each golfer playing a round of golf must have in their possession a separate or partial set of golf clubs. Cooperation in caring for the course is expected from all players. Practicing on the course is prohibited.

b. Individual members of the Advisory Committee must acquaint themselves thoroughly with the USGA Rules of Golf and the local rules (copies of each to be provided to members by the Golf Course Management).

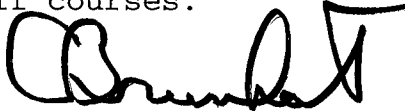
c. Advisory Committee members and the Regional Golf Operations Manager and his staff, as well as the Marshals, are responsible for cautioning players who are violating the rules of play, causing physical damage to the courses, disregarding rules of etiquette, dropping trash or litter on the courses instead of using available trash cans, or misusing the riding carts in any manner. If players ignore proper warning, they will be requested to stop playing and leave the course. A full report will be made to the Chairman of the Advisory Committee as soon as possible.

d. Fishing is not permitted at the Admiral Baker recreation area or Sea 'N Air Golf Course. This includes the picnic area, all lakes and waters bordering the perimeter of the picnic area and the golf course.

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e. To eliminate slow play at Admiral Baker and Sea 'N Air Golf Courses, enforce the rules of golf and assist in emergencies, Golf Course Marshals are assigned to patrol the golf courses. Marshals are assigned to act on behalf of golf course management and golfers must obey requests made by the Marshals. Failure of a golfer to obey a Marshal's request could result in immediate removal from the golf course and temporary or permanent loss of playing privileges. Marshal duties and course regulations are listed in enclosure (2). Prior to issuing a barring order, the Commanding Officers of Naval Base San Diego and Naval Base Coronado or Regional MWR Program Manager, as appropriate, may, at their discretion, request that the Advisory Committee review the circumstances of the case and make a recommendation as to what action should be taken.

f. Golfers with non-playing guests must receive permission from the Regional Golf Operations Manager or their designated representative prior to admitting the guests to the courses. Additionally, if using a riding cart, golfers must pay the cart fee for their non-playing guests. During busy times and days such as weekend mornings or holidays, non-playing guests may be denied access to the golf courses.



A. D. BRUNHART
Deputy and
Chief of Staff

Distribution:
www.cnrsw.navy.mil/admin/menu.htm

Admiral Baker Golf Course
Sea N' Air NASNI Golf Course
32nd St. NAVSTA Golf Course

COMMANDER NAVY REGION SOUTHWEST TOURNAMENT CONTRACT

Facility

Date of Tournament

The agreement made on _____ by _____ and _____ is as follows:
day/month/year

Command /Organization

Contact's Name

Address

Contact's Title

P.O. Box #

Phone Number

City

State

Zip

Phone Number

STARTING TIME

_____ thru _____

TOURNAMENT FORMAT (check box)

- ☐ Scramble ☐ Peoria ☐ Best Ball
☐ Calloway ☐ Stroke Play/Gross/Net

SERVICES REQUESTED

- ☐ Rental Fleet
☐ Longest Putt
☐ Names on Carts
☐ Prize Distribution
☐ Tee Favors
☐ Scoring
☐ Merchandise Order
☐ Peoria Calculation
☐ Closest to Pin
☐ Calloway Calculation
☐ Longest Drive
☐ Other _____

Military Greens Fees	
Non-Military Greens Fees	
Cart Fees	
Scoring	
Prize Fund	
Food & Beverage	
Per Player Cost	
X Estimated # of Players	
X Actual # of Players	
Estimated Total	
Actual Total	
Less Deposit	
Balance Due	

RETURN OF CONTRACT & DEPOSIT: If the above information meets your approval, please sign and return the two (2) top copies of the contract along with a \$2 per player deposit to hold your date(s). In order to receive a refund of the deposit, written notification must be received at least 10 days prior to the date of your tournament.

FINAL CONFIRMATION: No later than 10 days prior to your tournament date, you are required to quote an exact number of golfers. All fees and charges in effect on tournament date must be paid in full, or your tee times will be cancelled with no refund. Your final confirmation date is: _____

CONTRACT RESPONSIBILITIES:

- Refunds (other than 10-day cancellation) will not be made.
- Host Course reserves the right to fill incomplete starting times within the tournament group from the Daily Tee Sheet or waiting list.
- Golf carts are mandatory for all pre-booked events.
- Please arrange to have pairing sheets to the head professional no later than 48 hours prior to the event date.
- If additional riding carts, in excess of current fleet, are required to hold the event, the command/organization agrees to pay the charges required to obtain the additional carts needed.
- Groups are scheduled every _____ minutes.
- A military event requires 51% of participants to be eligible military or retired parties.
- A minimum of 32 players is required to pre-book military event. A minimum of 40 players is required to pre-book non-military event. Non-military require a minimum of 10% military/retiree participation.
- A minimum of 144 players is required to hold a Shotgun Tournament. Any change to this policy must be approved by the golf director.
- Punch cards may not be used for any event or tournament.

OTHER REQUIREMENTS:

- Any Food or Beverage consumed by the group must be provided by MWR Food and Beverage Division.
- All golf merchandise awards presented must be purchased through CNRSW Golf Shop.
- In accordance with BUPERSINT 1710.11 the base MWR Department is the only authorized agent to enter into commercial sponsorship agreements with outside organizations or business for tournament prizes or funding. No Commercial signage or representation will be allowed at CNRSW Golf Course unless arranged by MWR Department.
- Commercial vendors, sponsor signs, flyers and banners, caterers, concessionaires, and/or suppliers are not permitted. All entertainment must be booked through MWR Department. (619/556-7029).
- Outside agency personnel/companies/vendor's, sponsors are not permitted to advertise or conduct workshops, demonstrations, class or instructions of any kind.

COURSE RULES:

It is the responsibility of persons organizing a golf tournament at Commander Navy Region Southwest golf courses to be familiar with, and guarantee enforcement of, the following rules and regulations:

- Any damage to the golf course, cart fleet and/or property due to misconduct by participants of your event must be paid by your event committee.
- Event participants must observe all prevailing rules and regulations covering the Golf Course.
- Ensure players are aware that slow play will not be tolerated and the Course Marshall has authority to request playing groups to pick up their golf balls and move within one shot of the group in front of them.
- Riding carts must be kept at least 30 feet away from the greens and tees. The 90-degree rule is in effect for riding carts. Each player must have a set of club. Only two riders and two golf bags are permitted on each riding cart.
- The dress code requirements will be strictly enforced at all times. Shirts must be worn at all times. Bare feet or open toed shoes are not permitted. Dress code requirements are posted in the Golf Shop for your information.
- All cans and trash must be put in trash receptacle, not left on the golf course.
- Players are to replace their divots and ball marks should be repaired on the greens.
- No coolers allowed on Golf Course.

Authorized Representative

Date

Head Professional

Date

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ADMIRAL BAKER/SEA 'N AIR GOLF COURSE MARSHAL'S
DUTIES AND COURSE REGULATIONS

The primary duty of the Golf Course Marshal is to prevent slow play. Slow play is defined as having one or more holes open between two groups of players.

First Warning:

Marshal will give players an opportunity to catch up with the group ahead.

Second Warning:

Marshal has option to either ask the group to stand aside and allow the group behind to play through, or ask the group to pick up and move to the next hole.

Third Warning:

Marshal will ask the group to leave the golf course. If the group does not cooperate, security personnel will be contacted to remove offending players from the course. A written report will be submitted to the MWR Program Manager and barring orders may be issued by the appropriate Commanding Officer.

Golf Cart Regulations:

1. Do not drive carts on or near greens or in posted areas.
2. Minors under the age of 16 may not drive carts.
3. No more than two bags on a cart.
4. No more than two riders in a cart.
5. Riding carts must use 90-degree rule.
6. Do not pull handcarts on or adjacent to tees or greens.

Other Regulations:

1. No practicing on fairways and greens.
2. Each player must have one set of clubs and bag.
3. Observe proper dress code.
4. Prior to teeing off, each player must register at the golf shop.
5. Replace divots and repair ball marks. Anyone found to be in violation of any of the above regulations may be asked to leave the golf course by the Golf Course Marshal. Failure on the part of anyone to obey the actions requested by the Golf Course Marshal may result in a barring order being issued by the Commanding Officer or Regional MWR Program Manager.